Community Development Department Position Description

Position Title: Director of Community Development

FLSA: Exempt, full-time

Department: Department of Community Development

Reports to: Serves at will and pleasure of Mayor as Political Confidente

Supervises: 2 full-time employees and 1 half-time employee

Salary: \$48,534 – 69,335

Location: Columbus, Indiana (within six months of beginning work, must reside in

Bartholomew County or county contiguous to Bartholomew County).

The Director of Community Development, plans, organizes, and directs the operations and activities of the Department of Community Development for the City of Columbus, Indiana. The Director of Community Development receives direction from the Mayor of the City of Columbus, and reports directly to the Mayor. This position hires and manages staff for the Department of Community Development, consistent with relevant city civilian personnel policies and ordinances; directs the preparation of the annual budget for the department; and establishes and maintains effective working relationships with various government and private entities.

The Director of Community Development's first priority is to strategically grow safe, available and affordable housing in the City of Columbus. The Director of Community Development shall work with a consultant to conduct a Housing Needs Assessment for the City of Columbus, as well as serve as a member of the Mayor's Advisory Council for Safe, Available and Affordable Housing. The Director of Community Development shall work strategically with representatives from Human Services, the Columbus Housing Authority, Love Chapel, the Ecumenical Assembly, the Columbus Township Trustee, the Bartholomew County School Corporation, Housing Partnerships, Inc. (HPI), 211, Bartholomew County Corrections, and the Salvation Army to implement the recommendations of the Housing Needs Assessment.

The Director of Community Development directs studies of new and existing programs and special projects, including but not limited to redevelopment of State Street, as directed by the Mayor, and works to continuously improve quality of government services and programs. The Director of Community Development supports and collaborates with other agencies and consultants to further the goals of downtown redevelopment and the development of an arts district.

The Director of Community Development proactively addresses various neighborhood issues such as emergency shelters, affordable subsidized housing, and neighborhood revitalization in our most distressed areas. The Director of Community Development addresses quality of life issues such as substance abuse, mental illness and food insecurity by partnering with other agencies such as CRH and United Way in an effort to make substantial improvements.

The Director of Community Development shall mentor and encourage staff, act as a sounding board for staff, provide support for staff in training and education.

All Qualifications are desired, not required as position is that of a political confidante of the Mayor, serving at the will and pleasure of the Mayor:

DESIRED EMPLOYMENT QUALIFICATIONS:

The ideal candidate is encouraged to:

- thrive in a leadership environment that emphasizes accountability and collaboration.
- work well with elected officials, advisory boards, officials from all levels of government, local businesses and prospective businesses considering relocating to the region, the general public, and the media;
- be politically sensitive to the challenges and opportunities pertaining to economic development strategies and implementation;
- recognize and effectively respond to the ever-changing priorities, needs and demographic conditions within the area;
- have strategic planning and analytical skills, and continuous improvement skills
- have oral and written communication, and presentation skills;
- have a thorough knowledge of business retention and attraction strategies;
- be able and willing to work weekends, holidays and more than 40 hour weeks/extended hours when needed; and
- perform all other duties as assigned.

DESIRABLE QUALIFICATIONS:

The ideal candidate will have a Bachelor's degree from an accredited college or university in public administration, business administration, finance, economics, marketing, public affairs or another related concentration or major, or an equivalent combination of training, education and experience. Certified Economic Developer (CEcD) also desirable as is additional graduate level training in a relevant discipline;

AND

experience managing, directing, developing, implementing, coordinating, and evaluating a team of professionals performing the full scope of work required within the community development arena:

AND

should be knowledgeable in public administration and management as well as principles and practices of redevelopment, and have the ability to research best practices regarding housing re-development ordinances, rules and regulations affecting community development and current trends in public policy affecting agency operations and programs.